

Adopted: September 2001 , Revised: _____**Class Title: Election Assistant II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

The Election Assistant II is the Community Voter Registration/Outreach Coordinator for the Department of Elections, responsible for all voter registration outreach and administration of the College Voter Registration program. The incumbent conducts training sessions, schedules and oversees all related voter outreach activities and represents the Department at community events and makes voter outreach presentations. This Election Assistant Assists the Election Officials Coordinator with Election Day assignments. The Election Assistant II assists the Department in registering voters, processing voter registration transactions, providing office support and conveys to the citizens of Norfolk the Department's policy of openness, accessibility and willingness to serve.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serves as the Departments Community Voter Registration Coordinator. Meets with and instructs individuals and organizations on the proper procedures for conducting Voter Registration Drives in accordance with State and Federal laws. Administers the Student Registration program for Colleges and Universities in Norfolk.
2	S	Provides voter assistance by registering citizens to vote, accepting changes to voter registration records, notarizing election documents, issuing voter certifications, preparing absentee ballots for mailing and in person voting, assisting in person absentee voters while maintaining secrecy of ballot.
3	S	Provides office support by typing information, answering the telephone, filing, making copies, faxing, checking and evaluating voter registration applications for eligibility before processing and sending a letter of denial to those not qualified.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One years experience.
Certifications and Other Requirements	Valid Driver's License, Public Speaking skills
Reading	Work requires the ability to read voter registration applications, absentee ballot applications, election reports, equipment instructions, written procedures, and other general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandums, notes, and letters.
Managerial	Managerial responsibilities for planning and coordinating voter registration drives.
Budget Responsibility	N/A
Supervisory / Organizational Control	Supervises part-time election assistants.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	The Election Assistant II contacts Community groups and organizations to coordinate Voter Registration Drives and works with members of peer organizations. Represents the Department at community meetings.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, customer service
Sitting	F	Computer, desk work, answering telephones, meetings
Walking	O	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, folders, manuals, books, binders, office equipment, voter registration supplies
Carrying	O	Office supplies, files, folders, manuals, books, binders, voter registration supplies
Pushing/Pulling	O	Filing in cabinet drawer
Reaching	O	Filing in cabinet drawer
Handling	C	Office supplies, files, folders, manuals, books, binders, voter certificates, voter registration records, mail, card files
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	O	Filing in cabinet drawer, retrieval of office supplies
Crouching	O	Filing in cabinet drawer, retrieval of office supplies
Crawling	N	
Bending	F	Filing in cabinet drawer, retrieval of office supplies
Twisting	O	Filing in cabinet drawer, retrieval of office supplies
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisor, citizens, meetings
Talking	C	Telephone, co-workers, supervisor, citizens
Foot Controls	N	
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, typewriter, calculator, adding machine, paper shredder, Standard Microsoft Windows and Office software, PeopleSoft, Advantage desktop, laptop computer, Internet/Intranet, VA voter registration system

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)